



CITY OF ALTOONA, IOWA
Invites applications for the position of:
Human Resources Director

SALARY RANGE: \$103,875 - \$147,846

OPENING DATE: 02-12-2024

CLOSING DATE: 03-15-2024

INFORMATION:

The City of Altoona is accepting applications for Human Resources Director.

Interested candidates need to complete a City of Altoona employment application, resume and cover letter.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Performs administrative and management tasks in carrying out the programs and activities of the City's Human Resources department under the general direction of the City Administrator. Is capable of exercising independent judgment and working with administration and colleagues to formulate ideas or mitigate problems; has initiative to administer and coordinate a comprehensive municipal government human resources program; and performs related work as required. All duties are in support of the City's strategic direction and in compliance with all applicable state/federal laws, resolutions, and City policies.

ENTRY REQUIREMENT AND SKILLS:

Graduation from an accredited college or university with a degree in human resources management, business administration, or six to eight years of local government experience in the human resources profession.

Post offer employment physical and drug screen and background check required.

HOW TO APPLY:

Applicants can submit resume, cover letter, and necessary information at <https://altoonaiowa.bamboohr.com/careers>. Questions, please contact Kris Penquite at kpenquite@altoona-iowa.com or 515-957-5118.

Equal Opportunity Employer